

Los Angeles County Municipal Storm Water Permit (Order 01-182)
Individual Annual Report Form
Attachment U-4

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

!	YOU MUST FILL OUT ALL THE INFORMATION REQUESTED <i>Do not leave any of the sections blank.</i>
N/A	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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Reporting Year 2007-2008

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A. Permittee Name: City of Santa Clarita

B. Permittee Program Supervisor: Travis Lange

Title: **Environmental Services Manager**

Address: **23920 Valencia Blvd. Suite 300**

City: **Santa Clarita**

Zip Code: **91355**

Phone: **661-255-4337**

Fax: **(661) 255-4356**

C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

Environmental Services is the coordinator of the Stormwater program with supporting roles from other divisions for certain aspects of the NPDES permit. Environmental Services has an integral part in the development review process by staff informing developers if their project requires a State Storm Water Pollution Prevention Plan (SWPPP) and/or an Urban Stormwater Mitigation Plan (USMP), as staff also informs them of their responsibility for developing any post-construction treatment measures. The Development Services Division performs inspections during the grading phase of construction of various projects and ensures wet weather erosion controls plans (WWECP) & SWPPPs are in place. The Building & Safety Division performs inspections on construction sites during the building phase of the construction process and ensures primary storm water BMP compliance. Environmental Services provides training for NPDES issues, coordinates with other divisions for NPDES compliance, performs routine inspections and investigates illicit connections and illicit discharges and enforces overall construction site compliance. Dedicated Storm Water field staff perform storm drain maintenance and provide spill response and spill clean-up services.

TABLE 1 - Program Management

Storm Water Management Activity	Division/Department	# of Individuals Responsible
1. Outreach & Education	Environmental Services/ Public Works	4
2. Industrial/Commercial Inspections	Environmental Services/ Public Works	2
3. Construction Permits/Inspections	Environmental Services and Building & Safety/ Public Works	9
4. IC/ID Inspections	Environmental Services/ Public Works	2
5. Street sweeping	Public Works/ Environmental Services and Contractor	1
6. Catch Basin Cleaning	Environmental Services/ Public Works	4
7. Spill Response	Environmental Services/ Public Works	6
8. Development Planning (project/SUSMP review and approval)	Environmental Services and Contractor/ Public Works	2
9. Trash Collection	Public Works Contractor	3

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D. Staff and Training

Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

Please see "I, D. Training" attached

E. Budget Summary

1. Does your municipality have a storm water utility? Yes ☒ No ☐

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

N/A

2. Are the existing financial resources sufficient to accomplish all required activities? Yes ☐ No ☒

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

The City received State/Federal grant funds, the Santa Clara River Trustee Grant, to support the City with River Rally.

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Program Element	Expenditures in Previous Fiscal Year	Estimated Amount Needed to implement Order 01-182
1. Program management		
Administrative costs	\$520,857	\$689,000
Capital costs	\$77,131	\$144,000
State Fees	\$25,484	\$0
2. Public Information and Participation		
Public Outreach/Education	\$13,411	\$60,000
Employee Training	\$3,938	\$8,000
Corporate Outreach	U	
Business Assistance	U	
3. Industrial/Commercial inspection/ site visit activities	\$84,9540	\$172,000
4. Development Planning	\$35,388	\$85,000
5. Development Construction		
Construction inspections	\$120,382	\$207,000
6. Public Agency Activities		
Maintenance of structural and treatment control BMPs	\$16,095	\$48,000
Municipal street sweeping	\$619,204	\$733,000
Catch basin cleaning	\$528,500	\$600,000
Trash collection/recycling	\$75,991	\$85,000
Capital costs	\$65,828	\$85,000
Other		
7. IC/ID Program		
Operations and Maintenance	\$191,859	\$278,000
8. Monitoring	\$19,655	\$50,000
9. Other (Temp Staff)	\$4,756	\$30,000
10. TOTAL	\$2,403,432	\$3,274,000

List any supplemental dedicated budgets for the above categories:

Grant for trash cans
Used Motor Oil Block Grant
Department of Conservation Block Grant
Santa Clara River Trustee Grant

List any activities that have been contracted out to consultants/other agencies:

Street Sweeping
Review of USMPs and SWPPPs

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II. Receiving Water Limitations (Part 2)

- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒
- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards? Yes ☐ No ☒
- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:
1. A description of the pollutants that are in exceedance and an analysis of possible sources;
 2. A plan to comply with the RWL (Permit, Part 2);
 3. Changes to the SQMP to eliminate water quality exceedances;
 4. Enhanced monitoring to demonstrate compliance; and
 5. Results of implementation.

III. SQMP Implementation (Part 3)

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐
- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☐ No ☒
- C. Describe the status of developing a local SQMP in the box below.

The City of Santa Clarita implements the countywide SQMP and has not implemented additional or different controls.

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- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP that your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

N/A: The City of Santa Clarita implements the countywide SQMP and has not found it necessary to implement additional or different controls.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in? **Santa Clara River Watershed**
2. Who is your designated representative to the WMC?
Oliver Cramer, Environmental Analyst
3. How many WMC meetings did you participate in last year? **6**
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The City is part of the Integrated Regional Watershed Management Plan (IRWMP) for the Upper Santa Clara River Watershed. Though the IRWMP is not prescribed in the Permit, the IRWMP has been a very effective process to identify and respond to stormwater issues. The IRWMP group includes the City, the Castaic Lake Water Agency, Los Angeles County Flood Control District, Newhall County Water District, Santa Clarita Water Division, Santa Clarita Valley Sanitation District of Los Angeles County, and the Valencia Water Company as well as various stakeholders including environmental groups, members of local town councils and local residents. Ten stakeholder meetings have been held so far in this effort. The City has also worked with LA County to develop the New Development Impact Study in the Santa Clarita Watershed, and that study has been submitted to the Regional Board. In addition, the City has worked with LA County on the monitoring station for the Santa Clara River.

5. Attach any comments or suggestions regarding your WMC.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182?

Yes ☒

No ☐

If not, describe the status of adopting such an ordinance.

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2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒
If yes, attach a copy of amendments to this Report.

G. Discharge Prohibitions

1. List any non-storm water discharges you feel should be further regulated:

None at this time

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

None at this time

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IV. Special Provisions (Part 4)

A. Public Information and Participation (Part 4.B)

In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

1. No Dumping Message

- a) How many storm drain inlets does your agency own? **264**
- b) How many storm drain inlets were marked with a no dumping message in the last fiscal year? **60**
- c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? **264**

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

City-owned storm drain and catch basins are stenciled once per year between May 1st and September 30th. Re-applying the existing stenciling is done on an "as needed" basis.

- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? **0**
- Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

The City of Santa Clarita has posted "No Dumping" signs at all access points located within the City. None have been added in the last fiscal year

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- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☒ No ☐
- b) If so, what is the number? **(661) 222-7222**
- c) Is this information listed in the government pages of the telephone book? Yes ☒ No ☐
- d) If no, is your agency coordinated with the countywide hotline? Yes ☐ No ☒
- e) Do you keep record of the number of calls received and how they were responded to? Yes ☒ No ☐
- f) How many calls were received in the last fiscal year? **746**

This Hotline number for storm water related issues includes calls received regarding water softeners, the Household Hazardous Waste program and recycling in addition to issues concerning illicit connections and illicit discharges.

- g) Describe the process used to respond to hotline calls.

During normal business hours, the Environmental Services Secretary answers the call, receives information, and then radios the IC/ID Inspector to respond. The Field Specialist responds and assesses the situation and takes appropriate enforcement action, if needed. After hours, the caller is directed to call the Sheriff Department for emergencies or leave a message which is checked first thing the following morning or next business day. The Sheriff may call City staff after hours for certain clean up efforts or if the situation is best handled by City crews.

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the www.888CleanLA.com web site (Principal Permittee only)? Yes ☐ No ☐
- If not, when is this scheduled to occur?

3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

N/A (Principal Permittee only)

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- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐

How many Public Outreach Strategy meetings did your agency participate in last year? **4**

Explain why your agency did not attend any or all of the organized meetings.

All were attended.

Identify specific improvements to your storm water education program as a result of these meetings:

No improvements have yet resulted.

List suggestions to increase the usefulness of quarterly meetings:

Conference calls or Webinars

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

N/A (*Principal Permittee only*)

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- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media? **2,320,000**
- d) Describe efforts your agency made to educate local schools on storm water pollution.

City staff participated in the Rio Vista Environmental Career Day for the National Hispanic Environmental Council. City staff gave out coloring books for kids with environmental themes and different activities they can do to promote good environmental practices. Several classes of fifth and sixth graders were given presentations to educate them about protecting the Santa Clarita River utilizing the EnviroScape model. The importance of recycling was also emphasized. Children's activity books and giveaways highlighting environmental issues were distributed during these outreach events.

- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☐
If not, explain why.

N/A (*Principal Permittee only*)

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A (*Principal Permittee only*)

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

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- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A (*Principal Permittee only*)

If no target has been developed, explain why and describe the status of developing a target.

N/A (*Principal Permittee only*)

What is the status of meeting the target by the end of Year 5?

N/A (*Principal Permittee only*)

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4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☐ No ☒
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

Environmental information, including stormwater, is available at our public counters and on the City's website. Flyers, brochures, and giveaways were also distributed at public events such as River Rally, Emergency Expo and Arbor Day/Earth Day. Environmental Services also made a presentation to children of various ages at the Bring Your Child to Work Day function at City Hall. During enforcement activities, our IC/ID Inspectors hand out brochures to the offending parties as a part of continuing the education process and to prevent future violations. The City continues to work closely with the LA County Sanitation District to control the amount of chloride entering the sewage treatment plants and the Santa Clara River. The incentive program targeted towards residents who own self-regenerating water softeners was continued offering the owners the fair-retail value of their systems. This effort will help prevent chloride from these softeners from entering the river.

5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

N/A (*Principal Permittee only*)

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b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? **N/A (*Principal Permittee only*)**

c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? **N/A (*Principal Permittee only*)**

d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)? Yes ☐ No ☐
If not, describe measures that will be taken to fully implement this requirement.

N/A (*Principal Permittee only*)

e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☐ No ☒
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

N/A – We have not implemented a Business Assistance Program, although our Division participates in the Chamber of Commerce Environmental Committee meetings and shares information as appropriate.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☒ No ☐

How many media outlets were contacted? **8**

Which newspapers or radio stations ran them?

Daily News, The Signal, Magazine of Santa Clarita, Seasons, SCV Living Magazine, PennySaver, and KHTS A.M. 1220 radio.

Who was the audience?

Local public and local businesses

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☒ No ☐

Estimated dollar value/in-kind contribution: **\$12,407**

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Type of media purchased:

**print ads, flyers,
event promotion**

Frequency of the buys:

Monthly

Did another agency help with the purchase?

Yes ☐ No ☒

8. Did you work with local business, the County, or other Permittees to place non-traditional advertising?

Yes ☐ No ☒

If so, describe the type of advertising.

9. Did you establish local community partnerships to distribute educational storm water pollution prevention material?

Yes ☒ No ☐

Describe the materials that were distributed:

Educational flyers regarding the use of self-regenerating water softeners and their contribution to chloride pollution and the effects on the Santa Clara River continued to be distributed and handed out over the counter and upon request. Flyers geared towards specific stormwater violations are distributed to members of the public or businesses for further clarification of how to perform certain activities. City staff participated in the Rio Vista Environmental Career Day for the National Hispanic Environmental Council. Coloring books for kids with environmental themes and different activities they can do to promote good environmental practices were handed out.

Who were the key partners? **Los Angeles County Sanitation Districts, school districts and media outlets.**

Who was the audience (businesses, schools, etc.)?

General public, business owners/operators, school-age children, construction contractors, and owners of self-regenerating water softeners

10. Did you participate in or publicize workshops or community events to discuss storm water pollution?

Yes ☒ No ☐How many events did you attend? **4**

11. Does your agency have a website that provides storm water pollution prevention information?

Yes ☒ No ☐

If so, what is the address?

www.santa-clarita.com/cityhall/pbs/environmental/index.asp

12. Has awareness increased in your community regarding storm water pollution?

Yes ☒ No ☐

Do you feel that behaviors have changed?

Yes ☒ No ☐

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Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

Awareness has increased in the City of Santa Clarita regarding storm water pollution. Staff continues to receive many phone calls from residents regarding water softeners, proper household hazardous waste disposal, storm drain pollution, illegal dumping, and recycling issues. The ability to educate people on a one on one basis has proven to be a valuable tool in addition to the public outreach effort. In addition, the feedback our inspectors receive in the field demonstrates that the community has a good, general knowledge of storm water pollution and our educational program is changing behaviors.

13. How would you modify the storm water public education program to improve it on the City or County level?

The Project Pollution Prevention program is very successful. The program carries the theme of L.A. County's message and the continuity of the programs main message is its greatest asset. The City is working to enhance our website to include a more user-friendly approach discussing the storm water program in greater detail. The City of Santa Clarita plans to continue to expand on this program through additional outreach to address specific watershed concerns and further outreach to the business community. City staff feels that "Drains to the Ocean" does not make sense in our part of the watershed. "Ground Water Recharge" or "Drains to River" in the Upper Santa Clara River may be more effective.

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B. Industrial/Commercial Facilities Program

1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory? Yes ☒ No ☐

Comments/Explanation/Conclusion:

The City of Santa Clarita updates the Business Database for all businesses within the city limits on an annual basis. The purpose of this database is to track all the businesses which have either opened or closed. Through this system, the City is able to track the Critical Source business activity.

2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Restaurants	442	0	100%	898
RGO	32	0	100%	64
Automotive	151	0	100%	194
Industrial	88	88	100%	148
Comments/Explanation/Conclusion:			In order to complete the Critical Source inspection program, IC/ID inspectors adjusted work responsibilities from proactive IC/ID responsibilities during the inspection periods. The City also sought the assistance of an outside contractor to assist in some of the Industrial inspections.	

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3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Rests.	0	n/a	n/a	n/a	442	384	87%	58	806	128
RGO	0	n/a	n/a	n/a	32	27	63%	5	40	24
Auto	0	n/a	n/a	n/a	151	40	27%	111	210	111
Indust.	71	49	69%	22	71	49	69%	22	78	153

Comments/Explanation/Conclusion: **The IC/ID inspectors focused on Industrial Critical Source inspections this fiscal year.**

4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
Verbal Warning	0	7	0	0	n/a	7	24
Notice to Comply	22	123	22	123	22	123	165
Formal Letter	0	1	0	1	n/a	1	1
Comments/Explanation/Conclusion:			The IC/ID inspectors have found that written enforcement is a much more effective compliance tool rather than verbal warnings for the Industrial/Commercial Inspections Program. Therefore, "Verbal Warnings" were not issued and all correction items were put in writing. Additionally, no enforcement action required a "Formal Letter" in order to gain compliance. In an on-going effort to change behavior, the inspectors provided facilities with educational material along with violation notices to ensure overall compliance in the coming years.				

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5. Program Implementation Effectiveness Assessment

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting periods activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒

Somewhat Effective ☐

Non-effective ☐

Comments/Explanation/Conclusion:

The City of Santa Clarita has made every effort to complete all of the NPDES requirements and take a proactive approach to educate individuals and industries about keeping pollutants out of the storm drain system.

One-on-one efforts and increasing enforcement actions have proven to be highly effective in educating facilities and individuals and facility managers of storm water issues and motivating them to comply with the regulations.

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C. Development Planning Program (Part 4.D)

1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐
Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year
2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:
 - a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐
 - b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐
 - c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐
 - d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐
3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

The City of Santa Clarita does not require one type of BMP over another. Rather, the City allows the developer/engineer to decide which BMP works best for their project and they must prove the effectiveness through engineering calculations. Please see the attached appendices named "BMP Summary" for the types and numbers of BMPs installed.

7. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

The City of Santa Clarita implements the SUSMP in its entirety. As part of this process, the City requires the engineer of record to prove that downstream flow rates will not cause downstream erosion. Los Angeles County's proposed interim limits were less restrictive than the original SUSMP guidelines providing less protection of the river. Therefore, the City chose to maintain the original, more restrictive, SUSMP limitations concerning peak flow.

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8. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐
9. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

Every major project goes through the City's Development Review Committee (DRC), while minor projects are reviewed over-the-counter in Planning and/or Building & Safety. Minor projects are reviewed by City staff who know about NPDES requirements and, when these staff members are unsure about a particular project, the developer is sent for Environmental Services review and stamp. The Environmental Services Division receives a set of plans for major projects and reviews and composes written comments. During the DRC review, developers are informed verbally and in writing whether or not their project is subject to SUSMP requirements. The submitted site specific USMP is reviewed by a contract engineer specializing in USMP and SWPPP review. It is the developers' responsibility to complete, correct and justify all requirements of the USMP and SWPPP, including fully executing a maintenance covenant tying the maintenance of any BMPs on the subject property to the owner of the property, and requiring proof of filing of an NOI with the State for the SWPPP. Once all requirements are met, the City stamps and approves the site-specific USMP and SWPPP and the developer is then eligible to receive grading permits.

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10. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?
- | | |
|---|----|
| a) Residential | 8 |
| b) Commercial | 6 |
| c) Industrial | 2 |
| d) Automotive Service Facilities | 0 |
| e) Retail Gasoline Outlets | 1 |
| f) Restaurants | 3 |
| g) Parking Lots | 18 |
| h) Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area | 0 |
| i) Total number of permits issued to priority projects | 11 |
11. What is the percentage of total development projects that were conditioned to meet SUSMP requirements? **44%**
12. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

The City of Santa Clarita changed the Municipal Code to reflect the change in the SUSMP requirements during the 2002-03 fiscal year. The SUSMP informational handout was also updated. During the Development Review Committee, written Conditions of Approval for these types of projects state the "industrial/commercial sites greater than 1 acre" requirement. Affected City staff were also informed of the change.

13. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold? **~ 15+/year**
14. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development? Yes ☐ No ☒
15. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation? Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

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16. Did your agency update any of the following General Plan elements in the past year?

- a) Land Use Yes ☐ No ☒
- b) Housing Yes ☐ No ☒
- c) Conservation Yes ☐ No ☒
- d) Open Space Yes ☐ No ☒

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

N/A – Did not update

17. How many targeted staff were trained last year?

43

18. How many targeted staff are trained annually?

30

19. What percentage of total staff are trained annually?

12%

20. Has your agency developed and made available development planning guidelines?

Yes ☒ No ☐

21. If no, what is the expected date that guidelines will be developed and available to developers?

22. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

We have been informed that Los Angeles County has completed the technical manual for Stormwater BMP's and submitted the manual to the Regional Board for review. The City will utilize this document, or a variation of it, once approved by the Regional Board.

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D. Development Construction Program

1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

The City has developed minimum requirements handouts for all construction functions. The handouts are given to all contractors at the Building & Safety counter when they apply for their permits.

For construction sites over one acre, developers are required to submit a completed SWPPP for review by the City with proof of filing for an NOI with the letter from the State assigning a WDID number. The SWPPP is reviewed for completeness and applicability to the project.

In addition, the City's Environmental Services, Building & Safety, and Public Works inspectors complete site visits throughout construction activity. If a construction site is deficient in BMP implementation, BMP maintenance or failing to keep the construction site clean, City inspectors utilize increasing enforcement procedures and call out our IC/ID inspectors who require the construction site to abate any storm water problems and/or adequately place BMPs. The Environmental Services inspectors also respond to calls from Regional Board inspectors to address construction issues and concerns.

In the event that a construction site is found not to be in compliance with minimum requirements and/or their respective SWPPP, the contractors are cited and are required to clean the affected area(s) to the City's satisfaction. Increasing enforcement procedures may be applied to obtain compliance including referral to the Regional Board.

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2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?
- a) Will result in soil disturbance of one acre or greater Yes ☐ No ☒
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☐ No ☒
- c) Is located on a hillside area Yes ☐ No ☒
3. Attach one example of a local SWPPP **N/A (see explanation below)**
4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

The City has adopted the State SWPPP requirement on all sites disturbing more than 1 acre of land and does not have a separate local SWPPP as they are the same now. The Developer/Owner must provide a copy of the letter from the State for applying for a Notice of Intent and a WDID number. A copy of this letter must be incorporated into their SWPPP plan. The SWPPP plan is reviewed by the City to ensure all of the required elements are completed and all concerns are addressed before it is stamped "accepted" by the City. The City's Development Services Division requires the developer/owner to provide an Environmental Services "Accepted" copy of the State SWPPP before the issuance of a Grading Permit.

5. How many building/grading permits were issued to sites requiring Local SWPPPs last year? **0**
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? **27**
7. How many building/grading permits were issued to construction site less than one acre in size last year? **21**
8. How many construction sites were inspected during the last wet season?

This is the total number of inspections performed during the wet season. This number reflects multiple inspections for various construction activities at the same site.

85

9. Complete the table below.

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Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	20	24%*	19	20
Off-site discharge of other pollutants	0	0%	0	0
No or inadequate SWPPP	65	76%*	65	65
Inadequate BMP/SWPPP implementation	62	73%*	62	62

***Multiple violations may be observed at a single site**

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

If BMPs/SWPPP are lacking or improperly implemented we use the following enforcement action:

Verbal Warning: Approach the contractor or superintendent and require them to repair, install or replace and clean affected area in a specified time frame and before any rain event and complete a re-inspection to achieve compliance.

Written Warnings: Approach the contractor or superintendent, inform them of violation. Write a notice to comply including compliance date before any rain event and date for re-inspection.

Stop Work Notice: If contractor fails to comply or it's a blatant violation we will write a "Stop Work" notice to the contractor. Contractor will not be able to continue to work until the violation has been resolved.

Formal Written Violation notices and up to \$1000 per day

Administrative fine: Only if contractor will not comply with above.

District Attorney and/or Regional Board referral: For violations that are blatant or are on-going, the District Attorney is contacted for civil action and/or the Regional Water Quality Control Board is notified.

11. Describe the system that your agency uses to track the issuance of grading permits.

The database to track grading permits is on a City-wide system called Tidemark. City Development Services Division staff use the Tidemark system to ensure that all applicable departments have approved particular portions of their reviews, including SUSMP and SWPPP requirements, prior to issuance of any grading permits.

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E. Public Agency Activities (Part 4.F)

1. Sewage System Maintenance, Overflow, and Spill Prevention
 (only applicable to agencies that own and/or operate a sanitary sewer system)

- a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
- b) How many sanitary sewer overflows occurred within your jurisdiction? **4**
- c) How many did your agency respond to? **6***
- d) Did your agency investigate all complaints received? Yes ☒ No ☐
- e) How many complaints were received?
Note: two complaints were non-sewer related issues** **6
- f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
- g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
- h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐

If so, describe the program:

Explanation To Sewage System Operation:

The City of Santa Clarita owns the main sewer lines, but the Los Angeles County Consolidated Sewer Maintenance District maintains the system. The Los Angeles County Sanitation Districts own and operate the main trunk lines. Private lateral lines are individual property owners' responsibility to maintain. As part of the City of Santa Clarita's Illicit Discharge/Illicit Connection program, the City does respond to sewage spills and report/refer them to the appropriate agencies.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☐ No ☒

If so, describe the program:

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As previously stated, the LA County Sewer System Maintenance and the Los Angeles County Sanitation Districts maintain and operate the sanitary sewer system.

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit? **100** %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

- c) What is the total number of active public construction sites? **19**
How many were 5 acres or greater in size? **4**
- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? Yes ☒ No ☐

3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

The Field Services facility located at 25663 W. Stanford Ave. and the Transit Maintenance Facility located at 28250 Constellation Rd. The City has implemented Pollution Prevention Plan at those facilities and both have their own NPDES Permits.

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b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

1. **At the City's Field Services Facility and the Transit Maintenance Facility, the driveways and maintenance areas are steam-cleaned annually, during late summer. The entire area is bermed and the wash-waters are reclaimed and properly disposed of in the sanitary sewer. In addition, outdoor areas and storage areas are swept on a daily basis.**
2. **Portable rain-tight storage containers are used for storage of potentially harmful materials.**
3. **City vehicles which are found to be leaking automotive fluids or materials in the parking lot area are immediately serviced. Any non-City vehicles leaking automotive fluids are to be removed from the premises.**
4. **All targeted staff are trained to understand job specific pollution prevention practices and have spill prevention kits in case of accidental spills.**

c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐
If not, what is the status of implementing this requirement?

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- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above?

0

4. Landscape and Recreational Facilities Management

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers?

Yes ☒ No ☐

Briefly describe this protocol:

All chemical applications are scheduled no less than 48 hours in advance. The scheduling is usually done weeks in advance in order to schedule equipment and other necessary resources. If scheduling an application exceeding 5 gallons of diluted material near schools, parks, trails or open space, this info is communicated through an e-mail to a list of concerned residents who have requested this information with at least 24 hour notification. Chemical applications are performed by City staff who have been certified by Los Angeles County Agricultural Commissioners and all applications are reported on a monthly report to Los Angeles County, as well. Additionally, any restricted chemicals to be applied must be reported to the Agricultural Commissioner at least 24 hours prior to their application.

On the day of the application, the current and forecasted weather conditions are reviewed for compatibility, the product label is reviewed and any safety equipment identified is gathered. In addition, any special instructions regarding application, clean-up and re-entry periods are discussed.

All chemicals are mixed and applied in accordance to their label and CDPR (California Department of Pesticide Regulation) regulations. All City staff that works with or around such chemicals attend an annual pesticide handler safety training course.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Our grounds maintenance staff is fully trained on storm water pollution prevention practices. On the day of the application, the current and forecasted weather conditions are reviewed.

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- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

- d) What percentage of your agency's staff that applies pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator?

100%

- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

During the Development Review process, the City encourages developers and park planners to use native vegetation on hillsides and other open spaces.

The City uses beneficial insects (ladybugs, lacewings) wherever possible to reduce pesticide usage.

5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C?

Yes ☒ No ☐

- b) How many of each designation exist in your jurisdiction?

Priority A: **27**

Priority B: **154**

Priority C: **83**

- c) Is your city subject to a trash TMDL?

Yes ☒ No ☐

- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

The City of Santa Clarita has a very small section in an undeveloped area of the City, 0.06 square miles, off of Sierra Hwy that is part of the Los Angeles River Trash TMDL. The City has posted six "No Dumping" signs and increased inspections in that area. The City continues to clean and maintain this area as needed.

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- e) How many times were all Priority A basins cleaned last year? **4**
- f) How many times were all Priority B basins cleaned last year? **2**
- g) How many times were all Priority C basins cleaned last year? **1**
- h) How much total waste was collected in tons from catch basin clean-outs last year? **4.1 tons**
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☐ No ☒
- The City received a grant to purchase trash and recycling receptacles. The containers already at the sheltered bus stops are working, but there have been complaints regarding the Americans with Disabilities Act (ADA) access to the sidewalks as well as acts of vandalism. The City still places bins at appropriate locations after an appropriate analysis of the site has been conducted.**
- k) How many new trash receptacles were installed last year? **76**
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐
- (2) Arrange for temporary screens to be placed on catch basins? Yes ☐ No ☒
- (3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☒ No ☐
- m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐
 What percentage of stencils were legible? **77%**

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- n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐
- o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐
Is the prioritization attached? Yes ☒ No ☐
- p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐
What changes have been made?

City staff reviewed their maintenance activities and adjusted the frequency of clean outs of the storm drains.

- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☐ No ☒
LACFCD performs this operation. It has been performed.
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

While performing catch basin cleaning operations, the City uses a high-pressure, low volume spray nozzle for water in combination with a high power vacuum system. Street sweepers may also be called. Combined, this assures there is no discharge from this type of maintenance function.

- s) Where is removed material disposed of?

The City has constructed a debris-drying basin for collected catch-basin debris. A filtration device is in place to capture and treat any nuisance water. The debris is allowed to dry and is eventually hauled off to the landfill.

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6. Streets and Roads Maintenance

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐
 - (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐
 - (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐
 - (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐
 - (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐

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- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs? Yes ☒ No ☐

7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒
How many?

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8. Public Industrial Activities Management

- a) Did your agency, for all municipal activity consider an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☐ No ☒

9. Emergency Procedures

- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? Yes ☒ No ☐
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? Yes ☒ No ☐

10. Feasibility Study

- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? Yes ☒ No ☐
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? Yes ☒ No ☐

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F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all-illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

Please see the attached appendices entitled "IV, F, 2, IC/ID Map" for a map of all illicit discharges and illicit connections that occurred in the last fiscal year. A highly detailed map of the storm drain system, the Storm Drain Atlas is too large to attach to this document, but is available for review upon request.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

The Environmental Services IC/ID Inspectors utilize these standard methods of escalating enforcement procedures:

1. Verbal warnings and or written warning, such as field notices, for minor violation that may immediately be terminated. Compliance deadlines may be issued upon the discretion of the Environmental Services IC/ID Inspector.
2. Stop Work notices (for construction activity)
3. Enforcement letters and/or Administrative Fine
4. Formal Violation Notice (as the first notice) and/or Administrative Fine of \$1,000/day
- 5 District Attorney referral and/or Regional Board referral

Note: These standardized enforcement procedures may be imposed at an increased level or out of sequence depending on the severity and nature of the violation.

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4. Describe your record keeping system to document all illicit connections and discharges.

Inspectors for the City's Environmental Services Division utilize laptop computers during field investigations to collect all pertinent information about illicit discharges and connections. The interface for computer application utilizes dropdown lists of the streets, the type of violation and any pertinent notes. In addition, the field service crews utilize the computers to collect incident information in the field and locate the path of the storm drain system and locate any final discharge points.

The City utilizes a computer database designed specifically for the IC/ID program to download and store all pertinent information related to IC/ID/ and construction inspections. Annual reports for the NPDES permit and other reports are generated from the desktop database. The database on the network forms the basis of GIS maps generated for this report.

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5. What is the total length of open channel that your agency owns and operates? **182,240 ft**
6. What length was screened last year for illicit connections? **182,240 ft**
7. What is the total length of closed storm drain that your agency owns and operates? **102 miles**
8. What length was screened last year for illicit connections? **10 miles**
9. Describe the method used to screen your storm drains.

The City contracts out with LA County Flood Control to maintain all of the open channel drainage system. The length of channel reported is what LA County Flood Control performed.

The City screens our storm drain system during routine maintenance and cleaning of the catch basins. Maintenance staff performs visual observations for any evidence of suspected illicit discharge or illicit connections. If an illicit discharge is suspected, investigations are conducted to determine if the discharge is being conveyed through an illicit connection using one or more of the following methods:

- 1. Document Research**
- 2. Physical Inspections,**
- 3. Dye Tests, Smoke tests,**
- 4. TV inspections**

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported/ identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	6	6	1	1	1	1	0
02/03	20	20	0	20	20	20	0
03/04	1	1	0	1	1	1	0
04/05	4	4	3	1	0	1	0
05/06	3	3	0	1	2	2	1
06/07	4	4	1	1	1	2	1
07/08	5	5	2	3	3	3	0

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11. Explain any *other* actions that occurred in the last year.
 N/A

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported? **~1 hour**

a) Were all identified connections terminated within 180 days? Yes **X** No ☐

b) If not, explain why.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from your database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	537	454	13	58	23	1	467
02/03	349	291	2	50	27	0	305
03/04	225	179	0	34	15	0	176
04/05	127	88	2	32	5	0	88
05/06	101	98	1	1	0	1	95
06/07	204	151	3	35	13	2	151
07/08	124	106	0	9	9	0	106

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14. What is the average response time after an illicit discharge is reported? ~1 hour

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

N/A

15. Describe the your agency's spill response procedures.

Incidents are reported to the Field Services crews from clerical staff. When the Field Services Staff arrives on site, the following procedures are used:

- **Approach scene cautiously.**
- **Secure the scene.**
- **Assess the scene.**
- **Identify any hazard using the Emergency Response guidebook.**
- **If hazardous, call HazMat crew. Protect inlets.**
- **If sewage, call LA County Sanitation Districts and LA County Health Department.**
- **If non-hazardous, contain the discharge flow. Protect all inlets.**
- **Call for additional help, if needed.**
- **Notify the Environmental Services IC/ID Inspector to perform an investigation.**
- **Assist with the investigation and follow-up/outreach activities as needed (generally performed by Environmental Services IC/ID Inspector).**
- **Administer/assist cleanup of incident or require responsible party to arrange for cleanup.**
- **Document the response activities.**
- **File.**

16. What would you do differently to improve your agency's IC/ID Elimination Program?

Limitations in funding for the many requirements contained in the NPDES have proven to be a challenge for all aspects of the permit, including the IC/ID Elimination Program. Being as such, the City is constantly looking into creative measures to implement the provisions as required without adding additional staff.

17. Attach a list of all permitted connections to your storm sewer system.

A list of City owned drains is attached in the appendices as "IV, 17, Permitted Connections"

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V. Monitoring

Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

N/A

VI. Assessment of Program Effectiveness

- A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:
1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;
 2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;
 3. A summary of the strengths and weaknesses of your agency's storm water management program;
 4. A list of specific program highlights and accomplishments;
 5. A description of water quality improvements or degradation in your watershed over the past fiscal year;
 6. Interagency coordination between cities to improve the storm water management program;
 7. Future plans to improve your agency's storm water management program; and
 8. Suggestions to improve the effectiveness of your program or the County model programs.
- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.
- 9
- C. List any suggestions your agency has for improving program reporting and assessment.

Make the due date for the Annual Report later in the year. This will allow for adequate time to compile all of the information required in this report, allow for adequate time for review by management and allow time for the financial numbers to be justified at the City level.